

OFFICIAL TIME POLICY

PLANT PROTECTION AND QUARANTINE
OHIO



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Plant Protection
and Quarantine

12927
Stonecreek
Drive NW

Pickerington,
OH 43147

Subject: Official Time for EEO Complaints

Date: April 2, 2002

To: Ohio Work Unit

According to the Code of Federal Regulations, Section 1614.605(b), employees are entitled to a reasonable amount of official time to present subject complaints and to respond to agency requests for information. However, the employee and the agency should arrive at a mutual understanding for the amount of official time to be used prior to the employee's use of such time.

Enclosed please find a copy of the Equal Employment Opportunity Commission (EEOC) Management Directive 110, Chapter 6, which addresses granting official time to employees to prepare EEO complaints (VIII.C.). Please note that this regulation also covers complainant representatives who are themselves federal employees.

Employees must request official time in advance of the actual time requested. My approval or denial of the request will be in writing. If the request is granted and more time is needed, requests for extensions must be in writing as well. My approval or denial will also be in writing.

I will contact the APHIS Civil Rights Enforcement and Compliance (CREC) staff upon receipt of any requests for official time to speak to the specialist for PPQ in Ohio, Mr. Mark Quiming (202-720-5415), to ensure that the employee does have a complaint and be apprised of the status of the complaint. I will forward all requests for official time to the CREC office.

John Michael Burch
State Plant Health Director

Enclosure

cc:

Anna P. Grayson, Director, Civil Rights Enforcement and Compliance (w/o enclosure)



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